

Health Resources and Services Administration (HRSA) Drawdown Request Procedures For Hospitals and EMS Systems

In order to expedite the process for drawdown of HRSA funds please adhere to the following procedures. Should you have any questions regarding the procedures, please contact the Regional Bio-terrorism (BT) Specialist for your area listed below. As a reminder drawdowns may not be requested more often than one time per 30 days.

1. Gather all invoices that are to be submitted for reimbursement. The invoices must document all expenditures listed on the "HRSA Bioterrorism Drawdown Request for Hospitals and EMS Systems" form. Write the appropriate critical benchmark number by each item on the invoice, e.g. an item of personal protection equipment (such as PAPR's) would have the number 2-6 entered beside the item.
2. Complete the "HRSA Bioterrorism Drawdown Request for Hospitals and EMS Systems" form, summarizing expenditures that are referenced on the attached invoices. Be sure to include the PO number and the DFS number provided on the "HRSA Grant Hospitals with PO and DFS Numbers" document or the "HRSA Grant EMS Systems with PO and DFS Numbers" document. These documents are located on the OEMS web-site with other drawdown documents.
3. Complete the "HRSA Bioterrorism Drawdown Narrative" document. This narrative should address progress made on all critical benchmarks since the previous drawdown. This document should also address progress made on critical benchmarks that do not have a funding source but was included in the grant application. The "HRSA Bioterrorism Drawdown Narrative" document should be e-mailed to the Regional BT Specialist at the same time the "HRSA Bioterrorism Drawdown Request for Hospitals and EMS Systems" form is e-mailed to the Regional BT Specialist.
4. Attach copies of all invoices reported on the "HRSA Bioterrorism Drawdown Request for Hospitals and EMS Systems".
5. **The finance officer or designee must sign and date the "HRSA Bioterrorism Drawdown Request for Hospitals and EMS Systems" form.** In order to expedite the review process, please e-mail the Regional BT Specialist an electronic copy of the form. Send the paper copies of the Drawdown Request with attached copies of all invoices and the narrative to the Regional BT Specialist after you receive an email indicating that the electronic report has been reviewed and no revisions are necessary unless a review of the invoices would require a revision.

Hospital BT Specialists

Eastern Region	Central Region	Western Region
Holli Hoffman 2707 Mail Service Center Raleigh, NC 27699-2707 Phone: (252) 355-9026 Fax: (252) 355-9063 Email: holli.hoffman@ncmail.net	Ann Marie Brown 2717 Mail Service Center Raleigh, NC 27699-2717 Phone: (919) 855-3960 Fax: (919) 715-0498 Email: annmarie.brown@ncmail.net	Anita Cox 932 Old Highway 70 West, Bldg. 14 Black Mountain, NC 28711 Phone: (828) 669-3381 Fax: (828) 669-3387 Email: anita.cox@ncmail.net